



Site Name: Wildern School

Date: Week beginning June 1st 2020



<b>Risk</b>	<b>Spread of Coronavirus Infection – working with Critical Workers students, working with our vulnerable students and having more staff and students on school site January 2021</b>
-------------	--

Although this risk assessment is written to predominantly protect students and staff it also extends wider to consider the safeguarding of all our families where contact is made.

What are the hazards?	Who might be harmed & how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk as the plan begins to work and feedback is given?	Action by whom?	Action by when?	Done
Spread of infection across the site	Staff and students	<ul style="list-style-type: none"> <li>Each area used will be deep cleaned before and after use</li> <li>Areas that have a high usage will be cleaned before, during and after the school day e.g door handles leading to key areas</li> <li>Even when cold, all classrooms will have windows and doors open to provide natural ventilation within the room</li> <li>Where regulations allow, doors will be propped open to limit the use of door handles etc across the site</li> <li>Meetings are moved to virtual digital format. Where a meeting of staff in school does occur, the area is wiped down post meeting and cleaned after use.</li> <li>Site Manager to observe protocol is in place.</li> </ul>	Students may wear suitable clothing to remain warm in line with uniform policy	Site Manager  Cleaning staff  Site team	Every day from Jan 4th (ongoing from previous term).	



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

Risk to students of contracting the infection from exposure to other students.	students	<ul style="list-style-type: none"> <li>• Students are to be reminded of social distancing especially during informal breaks</li> <li>• Students are to make sure that they wash their hands frequently</li> <li>• Students are allocated seating in the room they are in and this is recorded. Students remain in this seat for duration of lockdown</li> </ul>				
Spread of infection whilst students are moving around the school site	Students	<ul style="list-style-type: none"> <li>• Free movement from area to area should be kept to a minimum.</li> <li>• Students cannot freely move between classrooms</li> <li>• Not all blocks will be open for students to walk into</li> <li>• if students want to use the toilet, they will be able to go one at a time where practical to reduce traffic in the toilet area.</li> <li>• Students are to make sure that they wash their hands frequently when touching anything that is shared</li> </ul>				



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

		<ul style="list-style-type: none"> <li>• Where regulations allow, doors will be propped open to limit the use of door handles etc across the site</li> <li>• Students will be asked to leave the site immediately and staff will be positioned along the school site to manage this flow.</li> <li>• Students will leave the site a class at a time</li> <li>• Students who see their friends will be able to say hello observing the social distancing guidance but to ensure that there are not lots of students on site at once, the expectation is that students leave as quickly as possible.</li> <li>• Staff will be on the gates at the start and end of sessions to greet students and to ensure flow and social distancing</li> </ul>				
Spread of infection for staff who are running rota'd sessions	Staff and students	<ul style="list-style-type: none"> <li>• Staff will be allocated rooms to work in by the team leader and can wear masks and visors. When in communication with students masks are worn .</li> <li>• The staffroom can be used for staff to work in whilst observing 2m social distancing</li> <li>• Each classroom will be thoroughly cleaned before it is opened for the day</li> </ul>		Staff and students	Whenever they are in school	
				Site manager		
				Site team – locking and unlocking		



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

		<ul style="list-style-type: none"> <li>• Each classroom will only be used for one class each day and then will be locked ready for thorough cleaning</li> <li>• Classrooms will be set up with numbered tables with spaces allocated to each child in the room</li> <li>• Students will be informed of expectations when signing up for attendance via letter that is also copied to parents.</li> <li>• A plan of the room and numbering will be recorded on the student registration document.</li> <li>• Staff will be given a copy of the register for their room alongside where each student should be sitting</li> <li>• Students will not line up outside the door but be expected to walk into the room and sit in their allocated numbered chair/table</li> <li>• Students will arrive into school and go to their allocated room. If they are new, they will be met and allocated a room by the team leader.</li> <li>• Where regulations allow, doors will be propped open to limit the use of door handles etc</li> </ul>		<p>Site team – ensuring cleaning resources are in place</p> <p>Cleaning staff</p>		
--	--	--	--	---	--	--



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

		<ul style="list-style-type: none"><li>• Even when cold, all classrooms will have windows and doors open to provide natural ventilation within the room</li><li>• Students will be sat in allocated seating and will not move out of their chairs</li><li>• Students who want re-clean their table before sitting at it will be provided with the cleaning products</li><li>• Students will then use hand sanitiser in the room to wash their hands</li><li>• Staff rotating will wash down their desk and wash their hands before beginning their session</li><li>• As students leave they will be asked to do so with respect to social distancing</li><li>• Students will be asked to leave the site and not wait around on Wildern Lane immediately and staff will be positioned along the school site to manage this flow.</li><li>• Students who see their friends will be able to say hello observing the social distancing guidance but to ensure that there are not lots of students on site at once, the expectation is that students leave as quickly as possible.</li><li>• Site Manager to observe protocol is in place.</li></ul>				
--	--	--	--	--	--	--



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

<p>Spread of infection from coughs and sneezes.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Staff and students are reminded to cover coughs and sneezes with a tissue and put it in the bin.</li> <li>• Ensure enough tissues are available each classroom for use.</li> <li>• Bins to be emptied at the end of each day unless full or overflowing.</li> <li>• If a tissue is not available sneeze into their elbow..</li> <li>• Cleaning/site staff wear gloves when emptying bins during and at the end of the day.</li> <li>• Site Manager to observe protocol is in place.</li> <li>• As much as possible observe social distancing protocols with children and minimise physical contact.</li> <li>• Students to sit in allocated seating and are reminded of social distancing</li> </ul>		<p>Teaching and support staff.</p> <p>Site Manager</p> <p>Students</p> <p>Cleaning staff</p>	<p>Whenever staff and students are in school</p>	
---	---------------------------	---	--	--	--	--



Site Name: Wildern School

Date: Week beginning June 1st 2020



<p>Spread of infection from external frequently touched surfaces and resources.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Staff and children to wash their hands when entering school in the morning</li> <li>• Staff and students to wash hands after break times when coming in from the outdoor area to reduce transmission of germs from outdoor/PE equipment i.e. Table tennis equipment</li> <li>• Ensure soap dispensers/ hand sanitisers have not run out. Inform Site Manager if either needs replacing.</li> <li>• Student to wipe their tables/workstations at the start of each day if they wish to do so</li> </ul>		<p>Teaching staff Support Staff Students Site manager Site team Cleaning staff</p>	<p>Whenever staff and students are in school</p>	
<p>Spread of infection from hand to hand contact</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Ensure good hand-washing protocols are in place for students and reinforce good hand washing.</li> <li>• Students are encouraged to use the sanitisers provided</li> <li>• Any resources that are lent to students are kept by the students</li> </ul>		<p>All staff Students</p>	<p>Whenever staff and students are in school</p>	



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

<p>Spread of infection from items and clothing brought into the school by students and staff.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Ensure that students and staff look after their own belongings</li> <li>• Ensure that students and staff wash their hands throughout the day in line with washing protocols</li> <li>• Ensure that students and staff take all their belongings home</li> <li>• If Mobile phones are handed over these are placed directly into envelopes by the students.</li> </ul>		<p>Students and staff</p>	<p>Whenever staff and students are in school</p>	
<p>Spread of infection from internally frequently touched surfaces and resources inside the building</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Ensure cleaning staff are thoroughly cleaning the surfaces they are responsible for cleaning to a good standard.</li> <li>• Site Manager to check that these protocols are adhered to</li> <li>• Table tops/workstations are wiped down by students should they wish to each day as a precautionary measure</li> <li>• Students to be given a pack of stationery should they need it which they will be able to keep</li> </ul>		<p>Site manager  Cleaning staff  All staff  Students</p>	<p>Whenever staff and students are in school</p>	





wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

<p>Risk of catching other diseases from children who are unwell.</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• Parents to be reminded any children who are unwell should not be in school and of 48 hour rule following bouts of sickness and diarrhoea.</li> <li>• Parents to be reminded of the Coronavirus guidance</li> <li>• Staff to be vigilant of this rule and inform a member of SLT if they have concerns regarding students who are unwell in school.</li> <li>• Students to be vigilant of this rule and inform their teacher if they have concerns regarding students who are unwell in school.</li> <li>• The First Aid room will be open for students who are ill this is located in the room off of reception</li> <li>• The First Aiders will be provided with PPE to use as and when it is necessary following government guidance</li> <li>• Children who present Coronavirus symptoms to be isolated in a separate classroom and parents called immediately.</li> </ul>		<p>All staff</p> <p>Students</p> <p>First aiders</p>	<p>Whenever staff and students are in school</p>	
<p>Risk of infection due to external visitors</p>	<p>Students and Staff</p>	<ul style="list-style-type: none"> <li>• No visitors are allowed into school without making a prior appointment this will be made clear to all parents and staff .</li> </ul>		<p>All staff</p>	<p>Whenever staff and students are in school</p>	



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

		<ul style="list-style-type: none"> <li>• Visitors will be sent the separate visitor RA prior to visit</li> <li>• Visitors will share their own working RA with the staff they are visiting</li> <li>• Reception will have a screen in order to allow social distancing rules to apply</li> <li>• Delivery drivers will be met at the main school gates and let into school if it is necessary. All deliveries are taken to a central point</li> <li>• Everyone entering and leaving the site to practise social distancing of at least 2 metres at all times.</li> </ul>		Site manager		
Risk of contracting the illness through contact with others in the community.	Students and Staff	<ul style="list-style-type: none"> <li>• All staff/students to follow government guidance on lockdown processes</li> <li>• When outside of the home ensure social distancing is practiced and government lockdown guidance is followed</li> </ul>		All staff		
Risk of significant threat to members of students who are vulnerable in the definition provided in government guidance	Students	<ul style="list-style-type: none"> <li>• High risk vulnerable students to continue to work remotely</li> <li>• Vulnerable students prioritised for contact remotely by tutors and DOPAs to monitor wellbeing</li> </ul>		Students		



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

<p>Risk to students regarding peer on peer interactions targeted around the outbreak and its origin</p>	<p>Students</p>	<ul style="list-style-type: none"> <li>• Staff to follow safeguarding measures as per school policy and as updated on return to school.</li> <li>• Student services and pastoral staff in school to support students who have experienced abuse related to the outbreak.</li> <li>• Incidents are recorded and outcomes monitored through remote support.</li> <li>• Students receive online education around kindness and prejudicial language prior to lockdown and through MSS lessons over lockdown</li> </ul>		<p>Staff</p> <p>Students</p>	<p>Whenever staff and students are in school</p>	
<p>Managing students who have anxiety issues around being in schools</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Staff to use the same processes as normal to highlight this situation to key staff within school</li> <li>• Students to be offered support through talking to Student services and using their expertise.</li> <li>• Key Pastoral staff are in school daily alongside DSL to support anxieties</li> <li>• Students are signposted to the wellbeing area of the school website and the school community receive the wellbeing newsletter.</li> </ul>		<p>Students</p> <p>Staff</p>	<p>Whenever staff and students are in school</p>	



wildernschool

Site Name: Wildern School

Date: Week beginning June 1st 2020



wildernschool

<p>Supporting Staff/Students who have experienced /may experience bereavement during lockdown</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Bereavement policy written</li> <li>• SLT to support staff, students and families as set out in policy.</li> <li>• Follow the procedures within the schools bereavement policy</li> </ul>		<p>Students  staff</p>	<p>Whenever staff and students are in school</p>	
<p>Operating fire and emergency procedures during lockdown for students/staff in school</p>	<p>Staff and students</p>	<ul style="list-style-type: none"> <li>• Same process in place for alerting the discovery of a fire or using the emergency procedures system</li> <li>• Fire assembly points communicated, but students directed to remain in class lines whilst adhering to social distancing guidance</li> <li>• Staff in supervising key worker provision are to register their class lines whilst adhering to social distancing guidance</li> <li>• Staff in school to support these should gather on the tennis courts and register with fire marshall whilst adhering to social distancing guidance</li> <li>• If emergency procedures are required, doors and windows will be closed/locked for the minimum time period required</li> </ul>		<p>Staff  Students</p>	<p>Whenever staff and students are in school</p>	



Site Name: Wildern School

Date: Week beginning June 1st 2020



		<ul style="list-style-type: none"> <li>• In emergency procedures, staff are to use the wipes/cleaning products to wipe down areas touched in closing doors/windows</li> <li>• Staff to wash their hands with hand sanitiser</li> <li>• Site Manager to observe protocol is in place.</li> </ul>				
--	--	---	--	--	--	--

Risk Assessor	Signature- Mark Chance	Date
Mark Chance		11/1/2021
Responsible Manager	Signature M.Chance	Date 19/01/21

Date Reviewed	Signature	Role